

## Appendix A: Standards Matrix

Below is a listing of the Cartographic Standards developed by the King County Cartographic Standards Workgroup. This document should be considered a work in progress. The Workgroup is continually refining all requirements and guidelines listed here and welcome input on any recommendations. Please direct comment to any of the members of the Workgroup. The Workgroup members and mission statement are also listed below:

### King County Cartographic Standards Workgroup Members:






- Michael Berman, DOT (Transit)
- Colette Flanagan, DOT (Transit)
- Mary Barrett, DNR (WTD)
- Fred Bentler, DNR (WLRD)
- Todd Klinka, DNR (WLRD)
- Gael Gilchrist, DES (Records and Elections)
- Greg Stought, GIS Center
- Tony Cooper, DDES

### King County Cartographic Standards Workgroup Mission Statement:

The GIS Cartographic Standards Workgroup will propose requirements, guidelines and best practices for King County GIS maps that will assist staff using GIS software to produce high-quality, consistent map products for the County.

ID	Subject/ Element	Requirement Or Guideline	Date Revised	Description	Exception Examples
[CS 01]	General (included elements)	Requirement	02/25/2002	All maps will have a north arrow, logo, disclaimer, title, legend, scale bar, page border, date, department name, file location, symbols and their definition.	<p>In the case of publications where multiple maps are inserted, the King County accepted disclaimer would be included with the document eliminating the need to have the disclaimer on each individual map. The disclaimer should be prefaced with words to the effect of: "All maps in this document are subject to the following disclaimer:"</p> <p>The scale bar may be replaced with the phrase "Scale unknown" if this is the case. The scale, however, provides a critical spatial reference measure and all attempts should be made to confirm the scale of map data.</p> <p>Specialized communications projects such as publications, brochures, displays, other mixed media presentations, and draft documents make it impossible to include many of these elements.</p>
[CS 02]	General (sizing)	Guideline	01/01/2002	The north arrow, scale bar, and logo (including lettering) should be proportional in size to each other. See map examples in appendix for appropriate guidance on size in relation to other map elements.	N/A
[CS 03]	General (colors)	Requirement	01/01/2002	The north arrow, scale bar, logo (including lettering), and page border should be black.	None.

ID	Subject/ Element	Requirement Or Guideline	Date Revised	Description	Exception Examples
[CS 04]	General (fonts)	Requirement	01/01/2002	One (1) font family should be used for all text on the map other than text that is part of the map view itself (e.g., feature labels). This includes the lettering for the scale bar and north arrow. A font family includes a single font style (e.g., Arial) and any variation (e.g., bold, italic, size).	None.
[CS 05]	General (fonts)	Guideline	01/01/2002	It is strongly recommended that one (1) of the following font families be used: Arial, Helvetica, Times, Times New Roman.	N/A
[CS 06]	General (fonts)	Requirement	02/25/2002	The font color for all text on the map other than text that is part of the map view itself (e.g., feature labels) should be black. This includes the lettering for the logo and scale bar.	When necessary, notes can appear in a red font to identify important issues that are fundamental to comprehension of the map.
[CS 07]	General (fonts)	Requirement	01/01/2002	Fonts should be rendered in sizes that make them readable for the intended audience. This could be small for hand-held maps (e.g. 8.5"x11") or large for poster size maps meant to be read from across a room. Text that is meant to be small and unobtrusive (e.g., disclaimer, file location, date) should be no smaller than four (4) point.	None.
[CS 08]	North Arrow	Requirement	01/01/2002	The direction of north on the map and the orientation of the north arrow will be to the top of the page.	Publication constraints; "You Are Here" maps.
[CS 09]	North Arrow	Requirement	01/01/2002	The north arrow to be used is as follows otherwise known as "ESRI North 1."	The nearest equivalent should be used when the mapping software does not contain this north arrow. The letter "N" should adhere to font requirements.

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[CS 10]	Disclaimer	Requirement	02/25/2002	<p>The following disclaimer will be used: </p> <p>The information included on this map has been compiled by King County staff from a variety of sources and is subject to change without notice. King County makes no representations or warranties, express or implied, as to accuracy, completeness, timeliness, or rights to the use of such information. King County shall not be liable for any general, special, indirect, incidental, or consequential damages including, but not limited to, lost revenues or lost profits resulting from the use or misuse of the information contained on this map. Any sale of this map or information on this map is prohibited except by written permission of King County.</p>	<p>This disclaimer has been approved by the King County Prosecuting Attorney's Office and is included on maps for legal purposes.</p> <p>Additional disclaimer language can be added to the King County disclaimer as necessary. Any additional language should be applicable to the map contents and should not duplicate or be in conflict with the King County disclaimer.</p>
[CS 11]	Logo	Requirement	02/25/2002	<p>The logo to be used is the King County crown. Other than "King County", no additional text (e.g., Department name) should appear with the logo. The relationship of the text "King County" with the crown itself should be maintained in one of the following formats: </p> <div style="display: flex; justify-content: space-around; align-items: center;">   </div> <p><b>King County</b></p>	<p>These logos have been approved by the Executive's King County Identity Program.</p> <p>An external agency's logo can be added in addition to the King County logo when a map is produced in conjunction with an external agency. All agency logos should be comparable in size.</p> <p>Only Metro Transit and Public Health and other separately elected officials, which operate under separate ordinances, will be authorized to use a logo in addition to the King County logo.</p>
[CS 12]	Scale Bar	Requirement	01/01/2002	Scale bars will be in units of feet or miles.	When suitable, a separate scale bar in metric units can be included on the map.
[CS 13]	Scale Bar	Requirement	01/01/2002	<p>Scale bars will appear in the horizontal split bar format such as shown.</p> 	The interval and number of divisions (left and right) are up to the discretion of the cartographer.
[CS 14]	Scale Bar	Guideline	01/01/2002	Even scale bar intervals should be used (e.g., 1, 5, 10).	N/A
[CS 15]	Scale Bar	Guideline	01/01/2002	An RF (Representative Fraction) value (e.g., 1:50,000) can be used if required and must adhere to the font requirements for the legend/title. Note that photo/copier enlargement/reduction of the map makes the printed RF value invalid.	N/A

ID	Subject/ Element	Requirement Or Guideline	Date Revised	Description	Exception Examples
[CS 16]	Page Border	Definition	01/01/2002	The page border is a rectangle that surrounds all elements of the map.	N/A
[CS 17]	Page Border	Requirement	01/01/2002	The page border should be a single solid black line.	None.
[CS 18]	Page Border	Guideline	01/01/2002	No other borderlines should be greater in thickness than the page border.	N/A
[CS 19]	Map Border	Definition	01/01/2002	The map border is a rectangle that surrounds the geographic extent.	N/A
[CS 20]	Map Border	Requirement	01/01/2002	The map border should be a single solid black line.	None.
[CS 21]	Map Border	Guideline	01/01/2002	All maps should use a map border to delineate the geographic extent.	A map border may not be necessary when the geographic extent does not suit itself to be a rectangle. For example, the outline of King County may serve as the border of the geographic extent.
[CS 22]	Map Border	Guideline	01/01/2002	It is preferable to use as much of the page for the geographic extent as is possible. Ultimately, the map border and page border become one.	N/A
[CS 23]	Agency	Guideline	01/01/2002	The map may include division, section, and/or workgroup name as necessary in addition to the department name.	This is recommended to easily identify a contact person for the map.
[CS 24]	Date	Requirement	01/01/2002	The format for the date should be the month (spelled out), the day, and a four-digit year (e.g., January 1, 2002).	Maps produced regularly, but updated less frequently may have just the month and year (e.g., January 2002).
[CS 25]	Date	Requirement	02/25/2002	The date on the map should reflect the publication date. The publication date is the date of latest map revision, which is not necessarily the print date.	None.
[CS 26]	Date	Guideline	01/01/2002	The map may also include a date indicating a range during which time the map is valid (e.g., This map is valid through the month of January 2002) or other such date. An appropriate footnote should be included to distinguish this date from the printed date.	N/A
[CS 27]	File Location & Author	Definition	01/01/2002	The file location consists of the author's initials followed by two spaces and the server name, path, filename, and file extension of the ArcView project or AML used to generate the map. The server name might be the name of a personal PC on the network if the file is stored on a local hard drive.	N/A

ID	Subject/ Element	Requirement Or Guideline	Date Revised	Description	Exception Examples
[CS 28]	File Location & Author	Requirement	01/01/2002	The format of the file location is as follows: “ABC <a href="#">\\servername\path\filename.extension</a> ” where “ABC” refers to the two or three letter upper case initials of the map author.	None. This is comparable to the Universal Naming Convention standard. Exceptionally long pathnames can be truncated at the head and tail if necessary to conserve space as long as the location of the file can be determined.
[CS 29]	File Location & Author	Requirement	01/01/2002	A file location should also be provided for included tables, images or other files. If the map has been rendered into an image (e.g., JPEG, PDF), the map should include a file location for the image.	None. Geographic data layers on the map should not be included as part of the file location object. Also, included images or maps rendered into images should only be included when these files are retained and stored with the ArcView project or AML used to create them.
[CS 30]	Map Status	Requirement	01/01/2002	The phrase “DRAFT” should appear on the map when it is not final or in process.	None.
[CS 31]	Map Status	Requirement	01/01/2002	The phrase “FOR INTERNAL STAFF USE ONLY” should appear on the map when it is not intended for use outside of King County staff/government.	None.
[CS 32]	Map Status	Guideline	01/01/2002	Phrases documenting map status should be of a size, color, font, and location that are clearly visible.	N/A
[CS 33]	Legend/ Title	Definition	01/01/2002	The legend consists of the following elements: Symbols and their definition, scale bar, north arrow, disclaimer, logo, date, path, filename, and extension, “Legend” text, Department name, footnotes, and all other text outside of the map view except the title.	N/A
[CS 34]	Legend/ Title	Guideline	01/01/2002	Legend information should be subdivided into as few individual, free-floating element collections as is necessary to achieve balance and a pleasing product.	N/A
[CS 35]	Legend/ Title	Guideline	01/01/2002	The word “Legend”, if it is used, should appear once on the map and should be associated with the symbols and definitions.	N/A
[CS 36]	Legend/ Title	Guideline	01/01/2002	The legend may appear on the map either inside the geographic extent or in the margins. The goal should be to create a balanced presentation. As little meaningful information as is possible should be obscured when placing the legend within the geographic extent.	N/A
[CS 37]	Legend/ Title	Guideline	01/01/2002	The size of the legend should be balanced with all other map elements.	N/A
[CS 46]	Legend	Requirement	02/25/2002	The map legend should include citations for any copyrighted data layers.	None

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[CS 38]	Legend/ Title	Requirement	01/01/2002	All layers represented in the geographic extent should be identified and clearly labeled in the geographic extent or in the legend.	Obvious geographic features such as water bodies, contour lines, street base do not need to be included in the legend unless they are part of the overall map message. Also, features clearly indicated and labeled in the geographic extent need not appear in the legend. For example, the appearance of two landmarks that are clearly labeled by name does not require a symbol to appear in the legend. However, 100 unlabeled landmarks would require a symbol in the legend.  The decision as to whether a feature is in the legend or in the geographic extent should take into account the spatial distribution and density of the features, legibility, and the target audience.
[CS 39]	Legend/ Title	Requirement	01/01/2002	Symbology in the legend should be consistent with that used in the geographic extent. This includes size, color, symbol type, style, etc.	None.
[CS 40]	Legend/ Title	Guideline	01/01/2002	Citations and data sources should be included in the legend when appropriate.	N/A
[CS 41]	Legend/ Title	Requirement	01/01/2002	The legend should be bounded by its own box.	A bounding box may be excluded when the legend is placed in the margin space and the box would interfere with the presentation.
[CS 42]	Legend/ Title	Requirement	01/01/2002	The legend bounding box should be a single solid black line.	None.
[CS 43]	Vicinity Map	Definition	01/01/2002	The vicinity map is a small map on the page showing a geographic extent at a smaller scale than the map on the page. For example, a map of King County might include a small vicinity map of Washington State with King County highlighted.	N/A
[CS 44]	Vicinity Map	Guideline	01/01/2002	The map should contain a vicinity map when the target audience is expected to be unfamiliar with the area.	N/A
[CS 45]	Paper Size	Guideline	01/01/2002	Hardcopy versions of digital maps should be generated at any of the following common paper sizes: 8.5x11 (A), 11x17 (B), 17x22 (C), 22x34 (D), 34x44 (E). These measurements are in inches and represent approximate sizes. Dimensions for these sizes may vary depending on the software used.	N/A. It is useful to note that standard mounting boards are available at a maximum size of 30" x 40". Larger sizes are available at a significantly increased cost.